



## **Admission policy**

### **Admission Policy of Scoil Sinéad Finglas NS**

**School Address: Deanstown Ave., Finglas, D11.**

**Roll number: 20502M**

**School Patron/s: Scoil Sinéad Ltd.**

#### **1. Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was reapproved by the school patron on 14/07/2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Sinéad Finglas NS admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

#### **2. Characteristic spirit and general objectives of the school**

This section must be completed by all schools.

Scoil Sinéad - Finglas operates within the regulations laid down by the Department of Education and Science and follows the primary school curriculum prescribed by the



Department of Education and Science which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act, 1998. The on-going internal monitoring by principal and staff is supported by external evaluation by the Department of Education and Science Inspectorate.

Scoil Sinéad - Finglas is a co-educational, multi-belief Primary School and is under the Patronage of Scoil Sinéad Ltd. The school aims to promote the full and harmonious development of the child, intellectual, physical, cultural, moral and spiritual. This school seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential, with an emphasis on experiential learning and grounding all activity in our community. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect. This is manifest in our enrolment of a new supported class each year, alongside the enrolment of new mainstream class(s).

Scoil Sinéad - Finglas is a multi-belief school. It is the policy of the school to respect, celebrate and recognise diversity in all areas of human life. Children attending this school will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Sinéad - Finglas welcomes children from all faiths and none. In common with the other Scoil Sinéad's that may develop under Scoil Sinéad Ltd Patronage, this school will recognise the wishes of parents to have their children receive religious education, or morality based education as an integral part of the school curriculum.

Situated temporarily at the Patrician College Campus, Deanstown Rd., Finglas, Dublin 11, Scoil Sinéad - Finglas will cater for the full range of Primary Classes from Junior Infants to 6th class as the school grows. We serve the children of Finglas, Scribblestown, Finglas West and Finglas South.

Under the Patronage of Scoil Sinéad Ltd, a Management Board will be established. In the interim, Scoil Sinéad- Finglas is managed by a single manager. The Manager/Board of Management is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act, 2000 and the Equal Status Act, 2000. The Manager/Board of Management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

The Admissions Policy will be subject to regular review and possible change.

### **3. Admission Statement**

Scoil Sinead will not discriminate in its admission of a student to the school on any of the following:



- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Additional information:

**Primary schools receiving applications from applicants of a minority religion**

In accordance with the legislation, Scoil Sinéad - Finglas NS is a school whose objective is to provide education in an environment which nurtures all religious values and none and does not discriminate in relation to the admission of a student who has applied for a place in the school in accordance with section 7A of the Equal Status Act 2000.

**Schools with special education class(es)**

Scoil Sinéad - Finglas NS is a school which has established a number of classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

#### **4. Categories of Special Educational Needs catered for in the school/special class**

In accordance with the legislation and our ethos, Scoil Sinéad - Finglas NS is an inclusive school and welcomes children of all ability and with all disability. The special classes support children with Autistic Spectrum Disorder but is clear that not all children with a disability require the support of a special class.



For clarity, Scoil Sinéad - Finglas NS, with the approval of the Minister for Education and Skills, has established three classes to provide an education exclusively for students with Autistic Spectrum Disorder which operate side by side the mainstream class of the same age co-hort.

## 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student

The special classes attached to Scoil Sinéad - Finglas NS provides an education exclusively for students with Autistic Spectrum Disorder and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

## 6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

### Selection criteria

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:



Applicants who are at least four years of age before the first day of September of the year which they apply. (Compulsory attendance at school does not apply until the age of 6 years)

Junior Infants starting school will normally not be enrolled after 30<sup>th</sup> September.

The Catchment Area will be that of Finglas, Scribblestown, Finglas West and South and its environs.

Every effort will be made to accommodate all applicants. In the event of the number of children seeking enrolment in any given class standard exceeding the number of places available, the following criteria will be used to prioritise children for enrolment;

**First:**

- Children living within the catchment area.
- Brothers and sisters (including step-siblings resident at the same address of the children already enrolled).
- Children of current staff members.

**Second:**

- Children living outside of the catchment area.
- In the event of the number of children in First Category exceeding the number of places available in a given year, children will be offered a place according to their chronological age.

The same criteria will be adapted in relation to Second Category until places are filled.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

The Manager/Board of Management will communicate arrangements regarding enrolment through notifying the community diaries in local publications such as the Northsider, by notice on appropriate websites and through any other method deemed appropriate by the principal teacher and approved by the Manager/Board of Management.



**Registration alone does not guarantee a place in the school.**

**Decisions in relation to applications for enrolment are made by the  
Manager/Board of Management in accordance with this Enrolment Policy.**

## **7. What will not be considered or taken into account**

In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at—
  - (I) an early intervention class, or
  - (II) an early start pre-school, specified in a list published by the Minister from time to time;
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;  
(other than in relation to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned)
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school other than the case where siblings of a prospective student currently attend the school;
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31<sup>st</sup> January 2025 only).



## 8. Decisions on applications

All decisions on applications for admission to Scoil Sinéad - Finglas NS will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## 9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

## 10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Scoil Sinéad - Finglas, Parents/Guardians must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## 11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Scoil Sinéad - Finglas NS where—

- it is established that information contained in the application is false or misleading.
- an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.



- (iii) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

## **12. Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

## **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Sinéad - Finglas NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Sinéad - Finglas NS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## **15. Procedures for admission of students to other years and during the school year**

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Children who have moved to the area during the current academic year





Children from the area who apply for admission in the usual manner for the start of the academic year. (NO TRANSFER APPLICATION WILL BE ACCEPTED FROM A CHILD IN A LOCAL SCHOOL DURING THE YEAR)

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are strictly as outlined in the above paragraph.:

## **16. Declaration in relation to the non-charging of fees**

The board of Scoil Sinéad Finglas NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

## **17. Arrangements regarding students not participating in belief nurturing**

This school provides for the nurturing of all beliefs and none. It does not form faith. In the event that parents have requested that the student attend the school without participating in belief nurturing programmes in the school, each year group will timetable accordingly to enable the student to continue with other aspects of the curriculum. These arrangements will not result in a reduction in the school day of such students:

## **18. Reviews/appeals**

### **Review of decisions by the board of Management**

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under



section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### **Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.